

## **ATTENDANCE**

The student shall attend classes for the Program as indicated on class schedules. The student is required to notify Program officials of the inability to attend any class. Tardiness, lunch breaks and early departure are also regulated.

Responsibility: Students, School Staff, Program Director  
Standard: Human Resources

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The start date for beginning of classes at Regional West Medical Center School of Radiologic Technology shall be in August, with the actual date to be determined by the Educational Advisory Committee.

Graduation from the Program will be two years after the beginning of the Program with the actual date to be determined by the Educational Advisory Committee.

### **Definitions:**

#### **Absences**

An absence occurs when a student misses more than one-half of his or her assigned shift for class or clinical assignment or leaves before completing his or her assigned shift without prior approval. A half-day absence will be identified when a student was present for class or clinical assignment for at least four hours of the scheduled day.

#### **Tardy**

A student is considered late (tardy) if he or she clocks in more than 5 minutes after the time scheduled. Tardiness is also defined as failing to clock in using the software system.

#### **Early Departure**

An early departure is one in which the student clocks out before the scheduled end of his or her shift without permission from their supervising technologist or a Program Official.

#### **Failure to Clock-out**

A student fails to clock out using the software system at the end of their shift.

### **ATTENDANCE PROCEDURE**

A student shall clock in using Program software for all the following: clinical experiences, didactic classes, mandatory Program meetings, or as designated by the Program Director.

A student should clock in using software at the scheduled time or slightly before scheduled time. If the student has difficulty clocking in on the computer system at a clinical educational setting or in the classroom, the student is responsible for notifying a Program Official to prevent being charged with an unexcused tardy.

Arrival and departure times will be determined by the time identified on the timecard

software. Students shall not clock in or out for other students or employees. .  
A copy of the student's attendance will be maintained for a permanent record. Each student will take a one-hour lunch break for clinical or didactic assignments. The student must clock out and back in for their lunch break. During clinical assignments in Scottsbluff, the student is scheduled for a nine-hour day with one hour for lunch. When on clinical assignment in Alliance, Torrington, or Bridgeport an eight-hour day (to allow for driving time) is required with one hour lunch. Variations of time taken for lunch are at the discretion of the supervising technologist and must be approved by the supervising technologist.

Students may leave before the end of their scheduled shift with approval from their supervising technologist or a Program Official. If the student has failed to complete a majority of their clinical shift (6 hours for an 8-hour shift, 5 hours for a 7-hour shift) their supervising technologist must inform the Program Official of their decision to allow the student to leave early via email.

Students failing to complete the majority (6 hours for an 8-hour shift, 5 hours for a 7-hour shift) of their scheduled clinical time will be required to use vacation time for that day as outlined in the Illness, Holidays and Vacation policy, 722.8.24.30. *This is true even if the departure time is approved by their supervising technologist or program official.*

A student leaving prior to the end of their shift without technologist or Program Official approval will be considered as having an early departure.

### **NOTIFICATION OF TARDY**

Minimal excused tardiness is allowed, but the student must discuss the tardiness with a Program Official, who will determine whether the tardy will be excused. A Student Request for Time-off form must be completed by the student for the Program Official to excuse a tardy. The student should present this form as soon as possible. If the form is not received within one week of the tardy occurrence, the tardy will be considered unexcused. An excused tardy will be indicated on the program software by Program Officials.

If a student finds it necessary to be late, he or she is required to notify both the Program Director and the assigned clinical education setting for the day at the earliest possible time. Leaving a message on an answering machine, an e-mail or a text message is considered acceptable notification. Phone numbers for clinical educational settings are given at the end of this policy. Consideration may be given to extenuating circumstances that prevent a student from giving timely notice.

Any tardy in excess of six (6) tardies in one term or any unexcused tardy will be treated as an absence. This day will be subtracted from vacation / sick time remaining for the student or will require make-up time if the student does not have any vacation / sick time.

### **NOTIFICATION OF ABSENCE**

If a student finds it necessary to be absent, he or she is required to notify in advance or at the earliest possible time both the Program and the assigned clinical educational setting for

that day. Leaving a message on an answering machine, an e-mail or a text message is considered acceptable notification. Phone numbers for clinical educational settings are given at the end of this policy.

Consideration may be given to extenuating circumstances that prevent a student from giving timely notice. As a courtesy to the Program and other students, when a student is unable to attend a make-up day scheduled by the student, he or she should notify the Program Officials of the absence.

### **MAINTAINING CONTACT**

Students are to maintain contact with the Program Director or designee, for any period of absence beyond one day, except in cases where the student has provided medical documentation covering a specified period or the student has taken vacation days.

Frequency of contact between a student and the Program Director or designee during extended absences is to be agreed upon by the student and the Program Director or designee or as specified by the medical certification covering a specified period.

### **ABSENCE WITHOUT NOTICE (No Call / No Show)**

Upon three (3) consecutive scheduled days' absence without notice, a student is presumed to have voluntarily quit the Program and will be terminated from the Program. Any single absence without notice may be subject to the Corrective Action Policy for failure to follow policy. Program Officials may consider, at their discretion, extenuating circumstances surrounding a no call/no show absence.

### **NOTIFICATION OF FAILURE TO CLOCK OUT**

Students must notify the Program Official of their failure to clock out and provide their clock out time as soon as they are aware of their failure to clock out. Leaving a message on an answering machine, an e-mail, or a text message is considered acceptable notification. Phone numbers for Program Officials are given at the end of this policy.

If the student becomes aware of their failure to clock out by notification from a Program Official, the student must respond with the clock out time within three class days of the notification email. Failure to provide the clock out time within three class days will make the failure to clock out an early departure. Consideration may be given to extenuating circumstances that prevent a student from giving timely notice.

### **EARLY DEPARTURES**

All early departures will be treated as an absence. This day will be subtracted from vacation / sick time remaining for the student or will require make-up time if the student does not have any vacation / sick time.

Any unexcused early departure will be indicated on the program software by Program Officials.

### **OVERTIME**

A student shall not be required to be present in the clinical area beyond his or her scheduled

shift. Occasions may arise where the student may voluntarily remain after scheduled hours. For example, a student may volunteer to stay late to assist a technologist with a large influx of patients in the department or to observe an interesting case.

Any time that is in addition to the student's regularly scheduled hours, shall only be voluntary on the part of the student. A student who has didactic or clinical education beyond the regularly scheduled hours shall inform the Program Director. The Program Director shall then schedule the student to take time off to assure that the forty-hour week is not exceeded.

Students shall not abuse this privilege by remaining unnecessarily after hours. To assure the overtime hours are valid, the supervisory technologist for the shift must contact a Program Official by either phone, text message, or e-mail. Any overtime above 40 hours as a result of the attendance of meetings shall be compensated as time off during that same week if possible.

Overtime may not be accumulated by the student. Students are responsible for communicating with Program Officials about overtime obtained during any week. Utilization of overtime time by the student for time off must be approved by the Program Director

If overtime hours are found at week's end because the student failed to report these hours, the hours will be subtracted from the time that the student left early during the week. If overtime still exists, then the student will be scheduled for an appropriate amount of time off in the next week for compensation.

### **VARIATIONS IN ATTENDANCE**

In some instances, the physical condition of a student may prevent attendance in clinical assignments but is still capable of reporting to didactic class. The student must provide the Program Director with written documentation from a licensed independent practitioner (LIP) to be excused from the clinical assignment. A written release from a LIP is necessary for the student to return to clinical attendance. The student must make up the lost clinical time in excess of the provided vacation/illness time prior to graduating. The student is expected to continue to attend the scheduled didactic classes as specified by policy or instructor while restricted from clinical education.

In some situations, the student may be restricted in the amount of participation in the Clinical Educational Setting due to an injury. The student must provide written documentation from a Licensed Independent Practitioner [LIP] as to the level of restriction. A written release from a LIP is necessary to return from restrictions for the student in the clinical environment. The Program Director may determine that due to the level of LIP restriction, the student compromises patient care and may restrict the student from clinical assignment until released by the LIP.

### **Self-Isolation, Quarantine Attendance**

Attendance using a remote connection or by distance learning is allowed in a limited number of situations and for didactic classes only.

Students may attend didactic class time remotely if in-person attendance is prohibited due to:

- Regional West Medical Center Occupational Health mandate Requiring Self-Isolation / Quarantine
- Regional West Medical Centers Infection Control mandate Requiring Self-Isolation / Quarantine
- Public Health Department mandate Requiring Self-Isolation / Quarantine
- Medical Leave Requiring Self-Isolation / Quarantine

Approval by program officials must be obtained prior to remote attendance.

Students must be logged-on with video enabled by the normal clock-in time. Students may use personal devices to clock-into online time clock when attending remotely. Students must be clocked-in prior to 7:06am or they will be considered tardy. The student's video must be enabled throughout class time to verify student attendance and engagement.

Student's health must be well enough for them to meet the Standards of Behavior (policy 722.8.24.25) for the classroom. All Standards of Behavior for the classroom must be met at the remote location just as in the in-person classroom.

Attendance via remote connection MUST not exceed 49% of the planned class time.

## **COUNSELING EVENTS**

### **Excessive Absences**

The Program Director will initiate a counseling session per the Corrective Action Policy with the student if the student exceeds the allowed number of absences in a school year.

The Program Director will initiate a counseling session per the Corrective Action Policy for an episode of a student failing to notify the Program Director or a Clinical Preceptor of a change in the assigned area.

The purpose of the counseling session is to make the student aware that he or she has been absent frequently enough to draw attention to the variation or not keeping Program Officials informed of variation in the schedule and to be certain that the student understands this policy and the possible consequences of violation.

The counseling session will be documented in the student's permanent file and this documentation will reflect if appropriate that the student has been informed of available Student Assistance Program services and their phone number.

Habitual offenders (those who have an established pattern of absence occurrences) may also trigger initiation of the Corrective Action Policy.

Prescheduled times away from class using vacation days, bereavement, jury duty, etc. are

not considered occurrences for the purpose of this policy.

### **Excessive Tardiness**

The Program Director will initiate a counseling session with the student for having episodes of three (3) tardies within a one (1) term period.

The purpose of the coaching session is to make the student aware that he or she has been tardy frequently enough to draw attention for this variation and to be certain that the student understands this policy and the possible consequences of violation. The counseling session will be documented in the student's permanent file.

### **Excessive Failure to Clock out**

The Program Director will initiate a counseling session with the student for having two (2) episodes of failure to clock out within a one (1) term period.

The purpose of the counseling session is to make the student aware that he or she has failed to clock out against program policy and to be certain that the student understands this policy and the possible consequences of violation. The counseling session will be documented in the student's permanent file.

## **REVIEW OF RECORDS**

Attendance, tardies, lunch breaks, and early releases records will be reviewed periodically by the Program Officials and students during the student's self-evaluation. Students may also review their attendance, tardy and early release records on the Program's software and request any correction of errors, if necessary.

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Signature  
Stephanie Cannon, MSRS, RT(R)(ARRT)  
Program Director

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Signature  
Joshua Lively MHA, RT(R)(VI)  
Director, Imaging Services

Reviewed: 3/28/00, 3/26/03, 12/01/11, 3/15/12, 5/16/13, 2/28/14, 2/20/15, 1/27/17, 2/2/18, 4/27/20,  
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10/5/2020, 9/30/2021, 2/24/22, 3/31/23

## **CONTACT PHONE NUMBERS**

If you cannot leave a message at a clinical education setting, please let the Program Director know that contact with the clinical site was not made.

### Instructors:

Stephanie Cannon (308)630-1153; (308) 637-1194

Darren Wells (308)630-1726; (308)765-2373

Randy Prouty Hospital cell phone (308) 225-1497

### Clinical Education Settings:

Regional West Medical Center

Diagnostic (308) 630-1142

CT (308) 630-1152 (voice mail)

Interventional (308) 630-1351 (voice mail)

Mammography (308) 630-2253 (voice mail)

Nuclear Medicine (308) 630-1606 (voice mail)

MRI (308) 630-2550 (voice mail)

Cath Lab (308) 630-2223 (voice mail)

Radiation Therapy (308) 630-1748 (voice mail)

Ultrasound (308) 630-1549 (voice mail)

RWPC-Orthopedics (308) 630-3780 call after 8:00

RWPC-Family Practice/Internal Medicine (308) 630-2125 (voice mail)

Box Butte General Hospital (308) 762-6660 (hospital switchboard)

Torrington Community Hospital (307) 532-4181(hospital switchboard)

Morrill County Community Hospital (308) 262-1616 (hospital switchboard)